

## ENCINA WASTEWATER AUTHORITY

**DATE:** May 2018  
**POSITION TITLE:** Director of Technical Services  
**DEPARTMENT:** Technical Services  
**SECTIONS:** Engineering, Maintenance, and Systems  
**REPORTS TO:** Assistant General Manager  
**FLSA STATUS:** Exempt

**POSITION SUMMARY:** The Director of Technical Services serves as a Biosolids Environmental Management System team member and is responsible for all activities of the Technical Services Department, including the Authority's Engineering, Maintenance, and Systems programs. This executive level position performs a variety of highly complex and specialized professional engineering activities associated with Authority projects and provides high level coordination for activities related to the repair, maintenance, and replacement of mechanical and electrical equipment, control instruments, buildings, and structures. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with other Authority managers and provides technical and professional support to the Authority Board of Directors and its subcommittees.

**SUPERVISORY DIMENSIONS:** Supervises the staff and activities of the Engineering/CIP, Maintenance, and Systems programs. Manages consultants providing related services to the Authority.

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Exhibit all leadership traits and ethical behaviors required of California local government executives.
- Commit to the achievement of EWA's Mission and Vision, and personally exemplify EWA's Values.
- Effectively manage committee and Board of Directors agenda development and delivery process. Communicate with, and prepare schedules for, executive staff to ensure the Authority's business is conducted in a timely and professional manner.
- Demonstrate leadership, coaching, and mentoring skills, and management techniques while steering project teams to accomplish complex projects/programs.
- Plan, organize, control, integrate, and evaluate the work of the Technical Services Department through executive practices that reflect the Authority's vision and values.

- Develop, implement, and monitor tactical plan objectives that support the organization's Strategic Plan and Mission.
- Develop, implement, and monitor the Engineering/CIP, Maintenance, and Systems programs' operating and capital budgets.
- Plan and evaluate staff performance; establish and monitor performance standards and performance development targets; provide coaching for professional development; and implement personnel policies in accordance with the Authority's Human Resources Policy Manual.
- Provide day-to-day leadership to ensure a safe, high performance, customer-oriented work environment that supports the Authority's mission, vision, and values.
- Oversees the preparation of Encina's Comprehensive Asset Management Program (E-CAMP), engineering studies, design efforts, and reports on rehabilitation of existing facilities and on future capital and maintenance projects.
- Provides oversight to the Authority's Computerized Maintenance Management System (CMMS) development and administration. Applies sound engineering principles and effective maintenance practices to the Authority's infrastructure assets. Monitors, reviews, and interprets the effects of new and changing federal, state, and local engineering/construction regulations on the Authority's capital and rehabilitation projects.
- Administers Capital Improvement Project contracts and construction projects.
- Ensure sound maintenance practices are performed to maintain wastewater facilities and equipment in a cost-effective manner.
- Prepare goods and services procurement contracts and related documents in support of Technical Services Department programs including scopes of work, requests for bids (RFB), and requests for proposals (RFP); evaluate bids and proposals; chair selection panels; negotiate contracts; ensure compliance with applicable Authority policies and procedures; monitor contract performance; and review payment requests.
- Ensure departmental activities meet or exceed all applicable federal, state, and local requirements that regulate the use of equipment, vehicles, and structures associated with wastewater treatment and disposal.
- Ensure Systems program maintains microprocessor-controlled devices in a manner that meets or exceeds operational requirements.
- Ensure the necessary inventory of materials, parts, and equipment are readily available to maintain Authority's facilities and machinery.
- Recommend facility improvements based on efficiency and effectiveness of operations and best management practices.

- Coordinate Technical Services Department activities with other Authority departments to meet operational requirements.
- Act as technical point of contact on engineering/CIP, maintenance, and systems issues providing information and assistance to the Authority Board of Directors and its subcommittees, General Manager, and other interested parties as appropriate.
- Manage assets in accordance with the Biosolids Environmental Management System program.
- Drive Authority vehicles.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills, and Physical Abilities Required for These Duties:

- Ability to analyze and make sound recommendations on complex engineering/CIP, maintenance, systems, and management issues.
- Ability to prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials; exercise sound, expert, independent judgment within general policy guidelines; establish and maintain effective working relationships with Authority managers, member agency managers, board members, employees, and the public; supervise, train, and evaluate professional and technical staff.
- Knowledge of project management techniques, appropriate safety precautions and procedures, effective leadership methods, and principles of supervision and training.
- Knowledge of principles and practices of public administration, including budgeting and maintenance of public records; effective management and supervision concepts and techniques; and demonstrated experience using such knowledge.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Ability to research and prepare designs, plans, specifications, estimates, reports and recommendations relating to engineering projects.
- Knowledge of advanced principals, practices, and methods of civil engineering.
- Knowledge of methods of maintenance, diagnosis, repair, overhaul, replacement, and installation of pumps, blowers, air compressors, piping systems, valves, electric motors, electric and instrumentation control equipment, sludge collection equipment, and treatment plant structures and buildings.
- Knowledge of Authority mechanical and electrical equipment, materials, supplies, tools, and machinery and their proper use and operation.
- Knowledge of Federal and State regulations and safety practices related to wastewater treatment facilities, mechanical equipment, chemical handling, and gas management systems.

- Ability to read and understand equipment and plant blueprints and specifications.
- Ability to effectively interact with Authority departments and external organizations.
- Ability to establish and maintain cooperative working relationships to foster a team approach.

**EDUCATION REQUIREMENT:** A Bachelor's Degree in engineering, administration, or a closely related field from an accredited college or university.

**EXPERIENCE REQUIREMENT:** Eight years of progressively responsible experience in all phases of maintenance and repair of equipment found in a large secondary wastewater treatment plant including three years in a supervisory or management capacity.

**LICENSE REQUIREMENT:** Registration as a Professional Engineer as issued by the California State Board of Registration for Professional Engineers & Land Surveyors. Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel, or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this position, the employee is regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

**WORK ENVIRONMENT:** While performing the duties of the job, the employee may be exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas. However, the employee typically works under office conditions, and the noise level is usually quiet.

**ADDITIONAL QUALIFICATIONS:** Possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak, and comprehend English.

**RIGHT TO WORK REQUIREMENT:** Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation, physical examination, and drug screen.**